

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

FY 2020 State Aid for Police Protection (SAPP) Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: November 15, 2018, 3 PM

**Funded through:
State of Maryland**

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
(410) 697-9338
www.goccp.maryland.gov

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Funding through this application is available to counties and qualifying municipalities.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <https://grants.goccp.maryland.gov>.

Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.

GETTING STARTED

Thank you for applying for the **State Aid for Police Protection Fund** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of this program is to supplement resources for police protection in our local communities.

If you need application assistance, please contact:

Angela Carpintieri, Program Manager
410-697-9297
Angela.Carpintieri@maryland.gov

Sherry Baynes, Director of Financial Operations
410-697-9290
Sherry.Baynes@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

To be eligible for SAPP funding a county/municipality must comply with one of the two items:

1. a. be incorporated,
b. have annual expenditures for police protection in excess of \$5,000, and
c. employ at least one qualified full-time officer as determined by the Executive Director, or
2. have expenditures for police protection as defined that exceed \$80,000 and employ at least two qualified part-time police officers, as determined by the Executive Director, from a county police department or sheriff's department.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

State Aid for Police Protection (SAPP)

C. Submission Date

November 15, 2018 by 3 PM

D. Anticipated Period of Performance

July 1, 2019 to June 30, 2020

E. Funding Opportunity Description

SAPP is a formula-driven funding program used to supplement resources for police protection in our local communities. State funds provide additional revenue to support the operational costs of local and county police agencies. Costs are shared between the State and its municipalities on an equitable basis, within certain limits related to population factors. Funds are distributed based on a formula and annual fund distributions are calculated, in part, according to the previous year's operations costs. The formula can be found in Public Safety Article §4-506.

III. PROGRAM REQUIREMENTS

A. Application Instructions

Applicants are required to complete the application Face Sheet and upload the signed Certified Assurances and Certification Regarding Lobbying. **Under the Project Summary and Narrative sections, applicants should enter "GOCCP to update"**. Applicants should leave the Budget section blank. The budget is based on a formula therefore this section will be completed internally by GOCCP staff. *Please note these instructions only apply to SAPP.*

B. Required Forms

In order to determine a subdivision's/municipality's eligibility, applicants will be required to submit information regarding their expenditures for police protection.

Applicants are required to submit the following forms with their application by 3 p.m. on November 15, 2018 by uploading the documents in the Grants Management System (GMS) under the "Documents" tab:

- Form 2 - Estimated Expenditures for Police Protection - Contains estimated expenditures for police protection for FY 2019 that will be used to calculate your estimated local aid for FY 2020. Appendix A - Form 1 and 2 Guidelines provides an explanation of acceptable expenditures within each category.
- Form 3 - Municipal Sworn Officer Allocation - Contains the number of full-time and part-time authorized and employed positions as of June 30, 2018 as certified by the Police Chief and the

Chief Executive Officer of the Municipality. The number of officers reported will be used to calculate the municipal portion of the FY 2020 grant. A roster from the MD Police Training Commission corresponding to the certified number of full-time sworn police officers listing name (last, first, middle initial), rank, and/or position must be included with Form 3.

Additionally, the following items must be uploaded into the GMS as an attachment of the FY 2019 award by January 25, 2019:

- Form 1 - Actual Expenditures for Police Protection - Contains your actual expenditures for police protection for FY 2018, include along with Form 1 any supporting worksheets showing how you derived the submitted figures. The actual police protection expenditures reported will be used to recalculate the local aid amount for FY 2018 and fourth quarter payments will be adjusted to reflect any changes. The figures on Form 1 must reconcile to your auditor's report.
- Comprehensive Audited Financial Statements (CAFR) - the CAFR should be cross referenced with the corresponding amounts on Form 1. In cases where this cannot be done, applicants will be required to submit a reconciliation worksheet, reconciling the two documents.

The forms should be downloaded from the [SAPP program page](http://goccp.maryland.gov/grants/programs/sapp#documents) (<http://goccp.maryland.gov/grants/programs/sapp#documents>) underneath the Documents section under the Additional Documents header.

Documents
Notices of Funding Availability (NOFA)

- [FY 2020 State Aid for Police Protection Fund NOFA](#)

Additional Documents

- [Guidelines for Completing Form No. 1 and No. 2](#)
- [FY 2020 State Aid for Police Protection Forms 1, 2, 3 \(Excel file\)](#)

C. Crime Data

If the Maryland State Police encounters difficulty obtaining the necessary crime data on a timely basis from local jurisdictions that provide the data for inclusion in the Uniform Crime Report, the Maryland State Police shall notify GOCCP. A portion, totaling at least 15% but no more than 50%, of that jurisdiction's SAPP grant funds shall be withheld upon receipt of notification from the Maryland State Police.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is November 8, 2018. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Carpintieri at 410-697-9297 or Angela.Carpintieri@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	November 8, 2018
Deadline to Submit an Online Application	November 15, 2018 by 3 pm
Forms 2 and 3 Due	November 15, 2018 by 3 pm
Form 1 Due	January 25, 2019
Award Documents/Denial Letters Emailed	April/May 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VIII. FUNDING SPECIFICATIONS

Commencement of awards funded under the SAPP for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

IX. DISTRIBUTION OF FUNDS

GOCCP will distribute awarded funds on a quarterly basis. For further post-award instructions, read your Special Conditions and see GOCCP's General Conditions at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget.

APPENDIX A - FORM 1 AND 2 GUIDELINES

Part I

A. Salaries and Wages

Include all payments made to officers whose duties are completely devoted to police protection. If any officers perform any other duties such as prisoner detention, turnkey, etc., as their primary duty, that portion devoted to such duties will be excluded from the amount reported on Forms 1 and 2. Costs associated with a county's or municipality's code enforcement are not allowable and need to be excluded. Payments made to full-time civilian employees of the police department are to be included.

In the case of any municipal or county employee who performs some service for the police department, the pro-rata portion of their salaries which is devoted to the police department should be included. However, explanations of how the pro-rata portions were determined and calculated need to be provided.

B. Capital Outlay

Include all expenditures from current operating funds for assets intended for long and continued use. This includes the actual purchase of equipment necessary for the performance of police protection functions. For example, radios, typewriters, office furniture, vehicles, investigation equipment, etc. Do not include budget amounts which are not actually expended.

C. Debt Service

Include all current year's payments of interest and principal that can be identified with police protection. Debt service costs need to relate specifically to police activities. Claiming pro-rata allocation of a county's or municipality's overall debt service is not allowable. Include schedule showing computation.

D. Other Operating Expenses

a. Communications

Include charges for transmission of messages such as telegraph radio, telephone, teletype services, and postage and associated costs. Include computation used to arrive at portion claimed on Forms 1 and 2 in all cases where these expenses are shared with others.

b. Travel

Include subsistence allowances for special assignments and in-state and out-of-state (school, seminars, conferences, etc.) travel for activities interpreted as police functions.

c. Fuel & Utilities

Include all utilities necessary for the operation of the police department (gas, oil, electricity, etc). Should a police department share an office building, that portion of the cost for maintenance, fuel and utilities identifiable with the police department, is allowable. Show the aggregate amount multiplied by police department percentages and provide explanations as to how the percentages were determined. Exclude fuel used in motor vehicles. This should be charged to Motor Vehicle Operation and Maintenance.

d. Contractual Services

Include all payments made for services rendered to the county or municipality under an expressed or implied contract with the exception of costs itemized under other captions. These costs may consist of labor, together with the use of equipment, or labor, together with materials furnished in the performance of such services, but shall not include such amounts when the materials are furnished by the county or municipality, and when the services are performed by an employee of the county or municipality. Submit with Forms 1 and 2 a supporting schedule listing:

1. Name of personnel or organization providing service
2. Type of contractual services provided
3. Amount of each service provided
4. Total of all contractual services claimed on Forms 1 and 2

An single invoice for contractual services in the amount of \$1,000 or more should be available for review at the time of the annual review by GOCCP in connection with this program.

e. Supplies & Materials

Include all commodities which are ordinarily consumed or expended within one year. Allowable items are office, medical, and vocational supplies, clothing and footwear allowances, radio, ordnance, photographic, K-9, and riot supplies.

f. Fixed Charges

Include rent paid for use of buildings, land, equipment, and safe deposit boxes applicable to the police department. Where buildings or equipment are shared with other departments or agencies, show what percentage of the total is applicable to the police department and explain how the percentage was calculated. Include workman's compensation, public employment, and law enforcement officer liability insurances. Worksheets must include calculations disclosing the method used to arrive at the amount reported on Forms 1 and 2. Do not include garage rent or automobile insurance which should be charged to Motor Vehicle Operation and Maintenance.

g. Motor Vehicle Operation and Maintenance

Include costs such as gasoline, oil, vehicle rental, garage rent, automobile insurance, repairs, and other supplies used in the operation of motor vehicles for police protection. Worksheets should include a list of all applicable classifications and amounts expended for each classification. Amounts should be reconciled to the general ledger and auditor's report.

h. Contributions (Retirement and Social Security - Salaries only)

Include the county's or municipality's contributions to the retirement and disability funds, pension, and retirement allowances. Worksheet must include calculations disclosing allowances. and include calculations disclosing the method used to arrive at amounts report on Forms 1 and 2.

Sheriff's Department

No portion of expenditures for constructing or operating jails is allowable. Detention salaries are also to be excluded.

The amount to be considered as expenditures for police protection is allowable only to the extent that the sheriff's department performs police protection functions. These police protection functions will be identified in terms of a percentage of the Sheriff's overall activities. This percentage figure will be applied to the cost of the sheriff's department as it is summarized on Forms 1 and 2. Police protection functions include enforcement of traffic and criminal laws and any other police activities directly connected with the detection and prevention of crime. The serving of civil papers, courtroom duty, and the guarding and transporting of prisoners after their initial incarceration, are not allowable.

If a sheriff's department has a separate building, with separate meters for its patrol division (including traffic as well as criminal sections), then those separate expenses should be listed under column (a) *Police Department* rather than under column (b) *Sheriff's Department*.

If salaries for police patrol activity can be separately identified from other sheriff's activities, these salaries can also be listed under column (a).

Include contributions in column (a) however the balance of retirement and social security applicable to sheriff's department salaries should be listed under Contributions in column (b). Detailed worksheets must be included to substantiate figures when they are reported on Form Number 1 in this manner.

Any sheriff's department that keeps separate records of other expenses on Form Number 1 for its patrol division expenditures may claim them under column (a) rather than column (b). However when expenses are claimed in this manner, they must be fully substantiated to our complete satisfaction.

Part II

A. Traffic Control

Include costs of purchase, installation, operation, and maintenance of traffic control devices, including signs, signals, and markings used to regulate, warn, or guide the movement of traffic. Cost of material, labor, and other applicable costs for curb painting are allowable. Show calculations of all such costs and methods of calculation. Include costs associated with the operation of red light and speed cameras. Salaries, social security, retirement, hospitalization and health insurance, uniform, and other expenses identifiable with school crossing guards is also allowable. Do not include street name signs, street lights, parking lots, meter maids, traffic engineering, or any part of the expenditures for collecting from or servicing parking meters.

B. Central Alarm System

A share of the cost of a central alarm system proportionate to its police use is allowable. For example, that portion of the aggregate number of calls from the police for auxiliary services. The calculation used to arrive at the police department portion must be included in worksheets supporting the amount claimed on Forms 1 and 2.

Part III

Subtotals from Parts I and II will be entered in this section along with the total applicable expenditures for police protection.

Additional Notes regarding Forms 1 and 2

Donations to the municipal fire department or an ambulance service are not considered as police protection expenditures and therefore should not be reported on Forms 1 or 2.

Indirect Costs

Any municipality or subdivision, which at the present time is including indirect costs in its reports to various Federal or State Departments, and where such costs have been accepted by the Federal Government or State Government may use those percentages of indirect costs under the State Aid for Police Protection. A complete copy of the indirect cost plan used must be submitted to the Governor's Office of Crime Control and Prevention as a supporting document for Form 1.

Any municipality which does not have acceptance for indirect costs by the Federal Government or State of Maryland will be considered for qualifying to submit such costs under the State Aid for Police Protection. Such municipality or subdivision will be required to submit a plan showing how the percentage was developed and what it was applied to. If the Governor's Office of Crime Control and Prevention approves of the plan, such indirect costs will be eligible to be included as police expenditures on Forms 1 and 2.

In any and all cases where indirect costs are allowed to be included as expenditures, any other type of allocations will not be allowed.

APPENDIX B - FORM 1

Subdivision _____
(County)

Municipality _____
(Incorporated City/Town)

ACTUAL EXPENDITURES FOR POLICE PROTECTION (Fiscal Year Ending June 30, 2018)

PART I

	(a) Police Department	(b) Sheriff's Department	
<u>Summarize (Omit Cents)</u>			
Salaries and Wages			
Capital Outlay			
Debt Service			
Other Operating Expenses:			
Communications			
Travel			
Fuel & Utilities			
Contractual Services			
Supplies & Materials			
Fixed Charges (Rent, Insurance, etc.)			
Motor Vehicle Operation & Maintenance			
Contributions (Retirement & Social Security - Salaries only)			
Miscellaneous			
TOTAL COLUMN (a)			x _____ % * = \$ _____
			TOTAL COLUMN*
	SUBTOTAL PART I \$ _____		
	Total Column (a) and (b)		

*Sheriff's Department Police Protection Activities

PART II

PART III

Traffic Control _____
Central Alarm System _____

Subtotal Part II _____

Subtotal Part I _____
Subtotal Part II _____

Total (Parts I & II) _____

Do you receive reimbursement of police costs from other jurisdictions? _____
If yes, deduct these expenses to eliminate duplication of costs.

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

Prepared by _____

Chief of Police/Sheriff - Signature _____

Title _____

Chief Executive Officer of County or Municipality Signature _____

Telephone number _____

Email Address _____

APPENDIX C - FORM 2

Subdivision _____
(County)

Municipality _____
(Incorporated City/Town)

ESTIMATED EXPENDITURES FOR POLICE PROTECTION (Fiscal Year Ending June 30, 2019)

PART I

	(a) Police Department	(b) Sheriff's Department
--	-----------------------------	--------------------------------

Summarize (Omit Cents)

Salaries and Wages

Capital Outlay

Debt Service

Other Operating Expenses:

Communications

Travel

Fuel & Utilities

Contractual Services

Supplies & Materials

Fixed Charges (Rent, Insurance, etc.)

Motor Vehicle Operation & Maintenance

Contributions (Retirement & Social

Security - Salaries only)

Miscellaneous

TOTAL COLUMN (a)

		x _____ % * = \$ _____
		TOTAL COLUMN*

SUBTOTAL PART I \$ _____
Total Column (a) and (b)

*Sheriff's Department Police Protection Activities

PART II

Traffic Control _____
Central Alarm System _____

Subtotal Part II _____

PART III

Subtotal Part I _____
Subtotal Part II _____

Total (Parts I & II) _____

Do you receive reimbursement of police costs from other jurisdictions? _____

If yes, deduct these expenses to eliminate duplication of costs.

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

Prepared by _____

Chief of Police/Sheriff - Signature _____

Title _____

Chief Executive Officer of County or Municipality Signature _____

Telephone number _____

Email Address _____

APPENDIX D - FORM 3

Due Date: Thursday, November 15, 2018

County: _____ Municipality: _____

MUNICIPAL SWORN OFFICER ALLOCATION As of June 30, 2018

PART I

Number of authorized strength on a full-time basis as of June 30, 2018 _____

Number of sworn police officers actually employed on a full-time basis as of June 30, 2018 _____

Number of authorized strength on a part-time basis as of June 30, 2018 _____

Number of sworn police officers actually employed on a part-time basis as of June 30, 2018 _____

Are these officers contracted through another municipality or sheriff's office? _____

Name of agency: _____

PART II

Include with this a copy of the roster of police personnel from the Maryland Police Training Commission. The roster must include individual's name (last, first, and middle initial), rank, and position. The number of officers reported will be verified with the Police Training Commission and must match what they have on record.

If you contract with another department, please provide a copy of the contractual agreement and any contract payroll records that will support the number of officers.

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

Chief of Police Signature Date

Chief Executive Officer of Municipality Signature Date

NOTE: If you are a municipality that contracts with the Maryland State Police or sheriff's office for services, the number of officers is determined by the number of hours of service provided per week. If you are a part of the Residential Trooper Program then you will already have a number of officers for your municipality.

In a 168 hour week, how many hours of patrol are contracted? _____

Divided the above number by 40, this equals the number of sworn police officers employed. _____

Number of officers for the SAPP municipal allocation.
(To be completed by GOCCP) _____